US FEDERAL CONTRACT

User Guide



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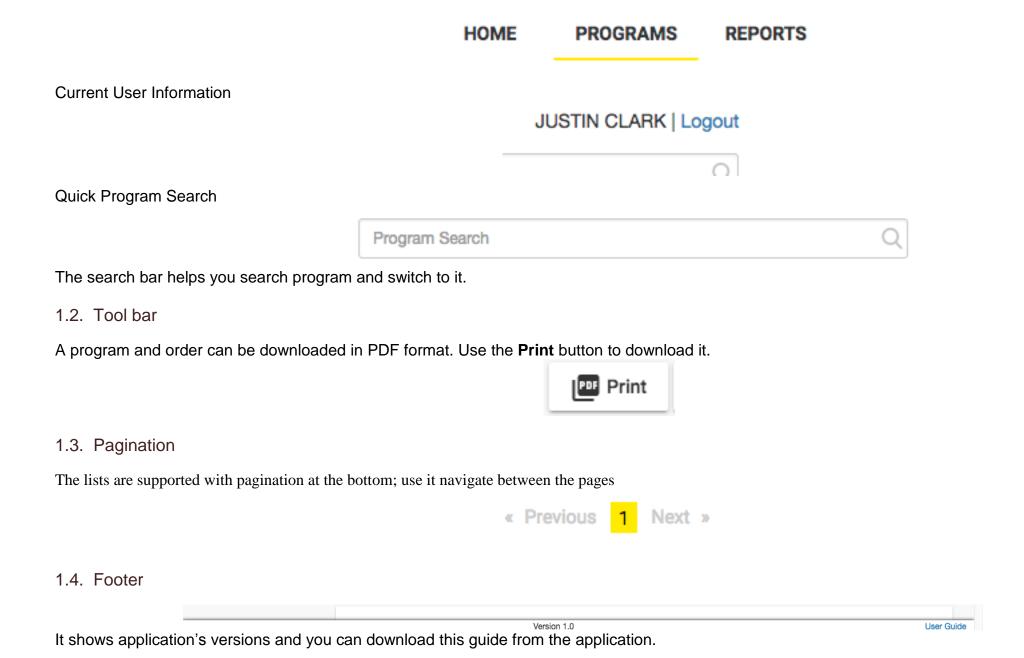
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1 Structure of the Application

Following are the elements of the application.

1.1. Header

Menu



3

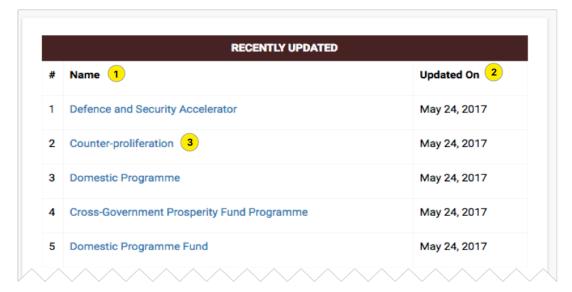
2 Understanding thehomepage

It has list of programs grouped by recent actions

- Name of the program
- Date when the program was updated
- Navigate to program

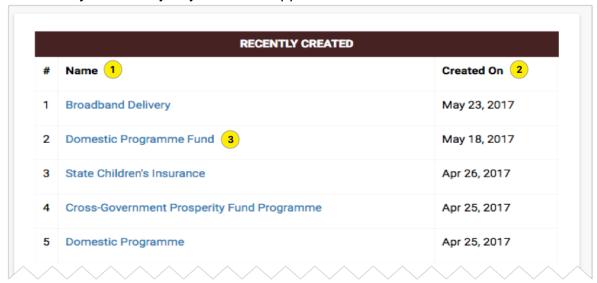
2.1 Recently Updated

It shows top 5 programs that have been recently updated by anyone in the application



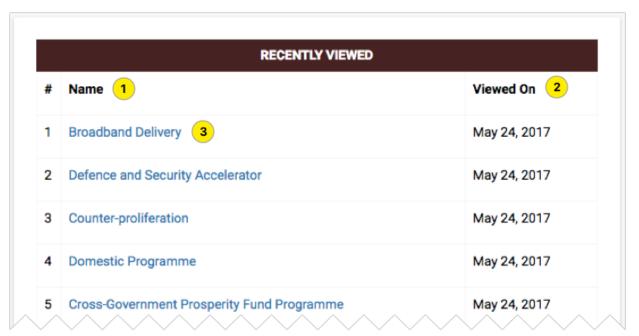
2.2 Recently Created

It shows top 5 programs that have been recently created by anyone in the application



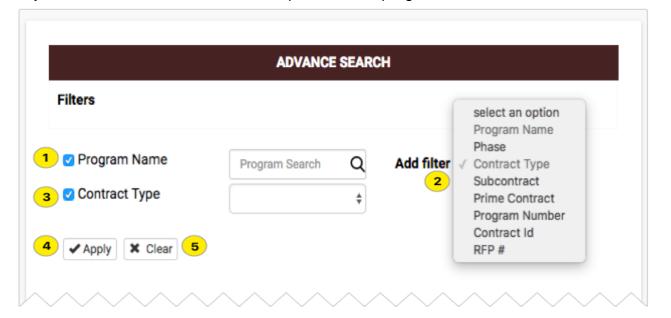
2.3 Recently Viewed

It shows list of last 5 programs you have viewed



2.4 Advance Search

Using this you should be able to drill down to specific set of programs



- 1. Program Name- the default filter; you can deselect it
- 2. use it to add <u>more</u> filters
- 3. Newly added filter
- 4. Apply –button to get theresults.
- 5. Clear –to reset values of filter(s)

3 How to search and view a Program?

3.1 Searching a program

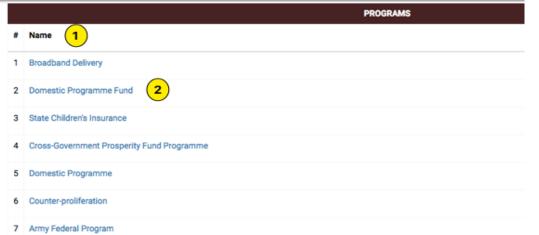
3.1.1 Filters

There are Filters in Program Tab that helps you input different attributes to search for



- 1. default filter
- 2. use it to add more filters
- 3. additional unselected filter
- 4. another selected filter
- 5. Apply button to getthe results.
- 6. Clear to reset values of filter

3.1.2 Listofprograms

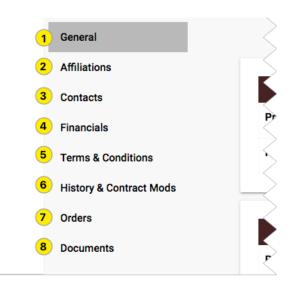


1. Name of program

2. Click on any program to show detail

3.2 Viewing a program

A program's details have been segregated into following 8 tabs

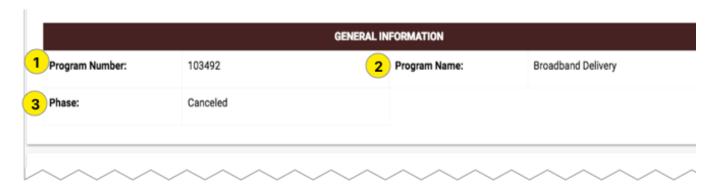


into following 8 tabs

3.2.1 General Tab

It has following sections

General Information



- 1. Auto generated program number -
- 2. The program name
- 3. Phase

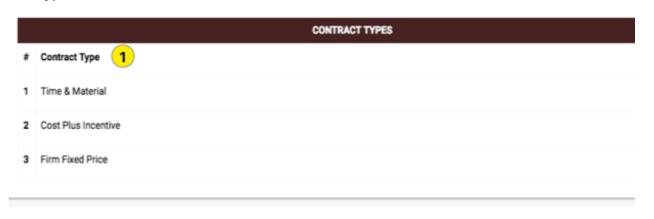
Summary Information



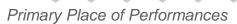
- Letter Contract #
- Prime Contract #
- Contract Id#
- Role
- Subcontract #

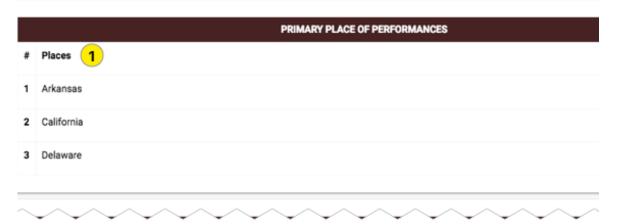
• RFP#

Contract Types



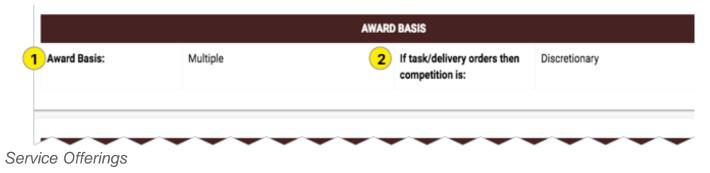
• It can take <u>multiple values</u>





• Multiple Places

Award Basis



- 1. Multiple or Single
- 2. can be one of
 - a. Discretionary
 - b. None
 - c. Required
- # Service Offering 1

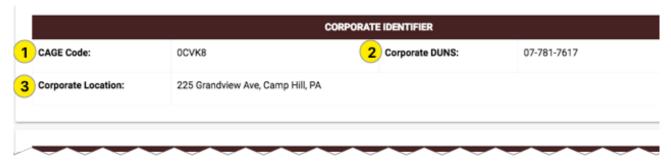
 Applications Maintenance

 Health Care Finance Administration (HCFA)

 Business Continuity

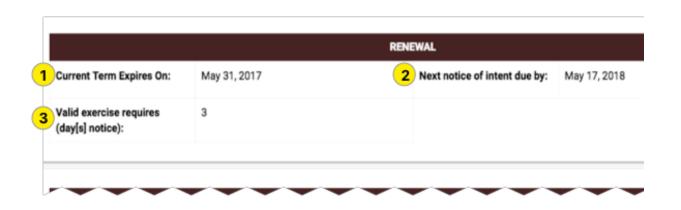
1. can be one of the <u>service offerings</u>

Corporate Identifier



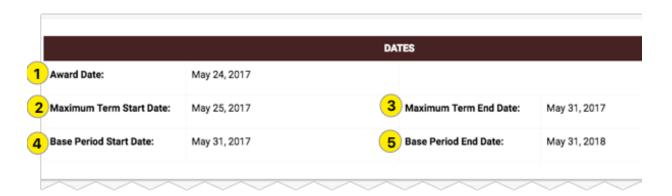
- 1. One of the <u>CAGE Codes</u>
- 2. Corporate DUNS attached with CAGE code
- 3. One of the Corporate Location

Renewal



- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent
- 3. Day(s) of notice required forvalid exercise

Dates



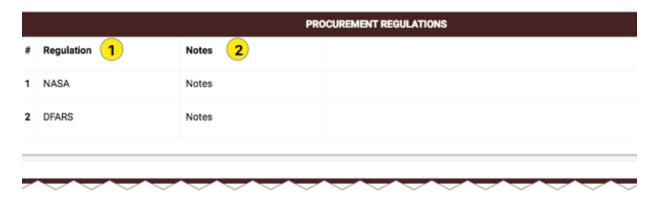
- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date
- 4. Base Period Start Date
- 5. Base Period End Date

Option Periods



- 1. Number
- 2. Start Date
- 3. End Date

Procurement Regulations



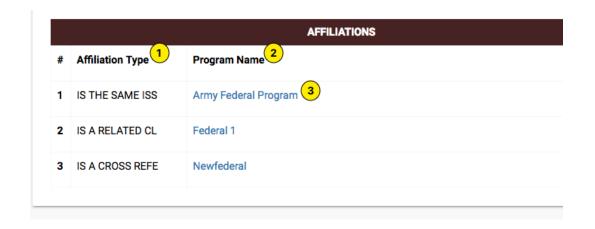
- 1. Regulation
 - a. FAR
 - b. NASA
 - c. DFARSd. Other
- 2. Notes

Owners



- 1. Owners
- 2. Type

3.2.2 Affiliations Tab



- 1. Affiliation Type
- 2. Program Name
- 3. Click on any program to detail.

3.2.3 Contacts Tab



3.2.4 Financials Tab

It has following sections

Financial Control data



1. Responsibility Centre

a. Awarding agency

d. Payment Office

b. Govt. POCc. Contractor

1. Type

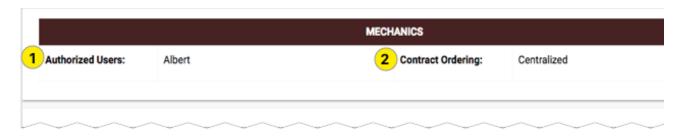
2. Contact

Payment Information



- 1. Payment office
- 2. Special Billing Provisions

Mechanics



1. Authorized Users

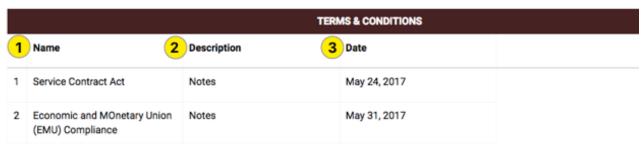
- 2. Contract Ordering
 - a. Centralized
 - b. Decentralized
 - c. General
 - d. INS

Financial



- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds

3.2.5 Terms & Conditions Tab

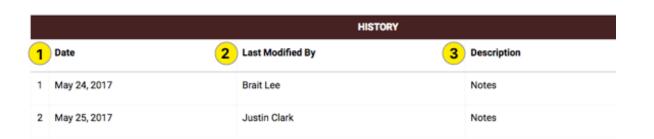


- 1. Name
- 2. Description3. Date

3.2.6 History & Contract Mods Tab

It has following sections

History



- 1. Date
- 2. Last Modified By
- 3. Description

Show Cause/ Cure Notice



- 1. Show Cause / Cure Notice
- 2. Show Cause / Cure Notice Date
- 3. Actions

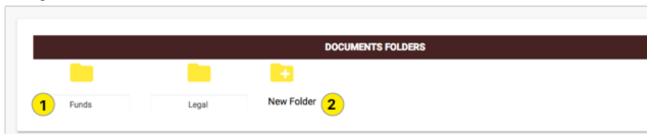
Contract Mods



- 1. Name Which contains list of contract mods
- 2. If user click on any name, then user will get the detail

3.2.7 Documents Tab

It shows files organized into folders

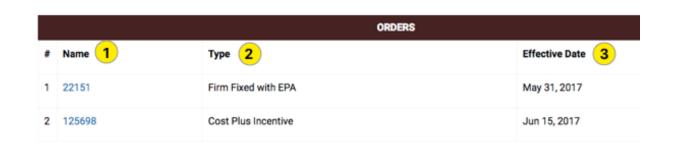


- 1. Folder
- 2. New Folder
- 1. Name
- 2. Size
- 3. Type
- 4. Time
- 5. Date
- **DOCUMENTS** 2 Size 3 Type 5 Date 1 Name 4 Time Affiliations 49kb 7:11 PM May 24, 2017 png 1311kb 7:11 PM May 24, 2017 user-guide docx user-guide 2309kb 7:10 PM May 24, 2017 pages

3.2.8 Orders Tab

Each program has the list of order; use it to navigate through them

List

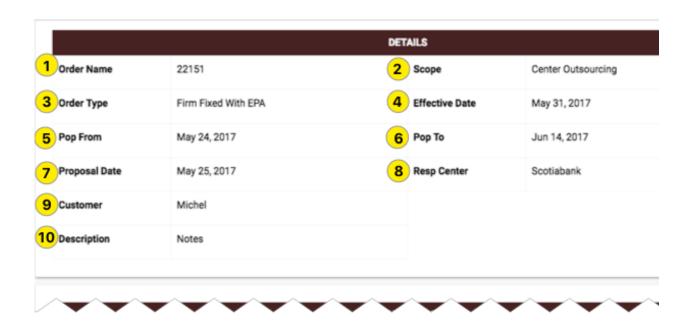


- 1. Orders Name
- 2. Type
- 3. Effective Date

3.3 How to view an Order?

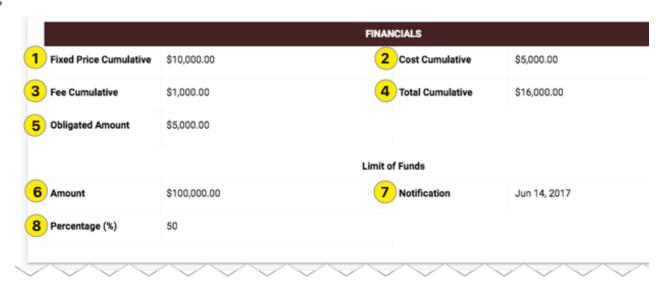
To view an order from Order tabclick on the respective Order Name. The order details page will appear in which the order's attributes are organized into following sections

Details



- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Effective Date
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Resp Center
- 9. Customer
- 10. Description

Financials



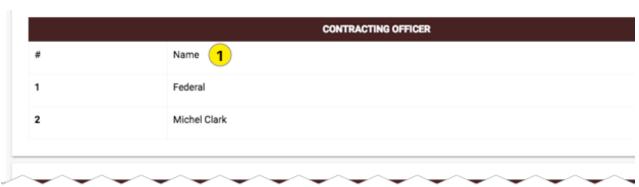
- 1. Fixed Price Cumulative
- 2. Cost Cumulative
- 3. fee Cumulative
- 4. Total Cumulative
- 5. Obligated Amount
- 6. Limit of Funds Amount
- 7. Limit of Funds Notification
- 8. Limit of Funds Percentage

Decentralized Order



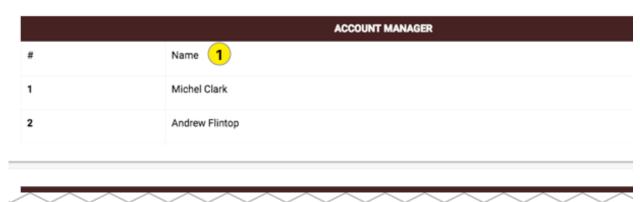
- Payment Office
 Contract Administrator
- 3. Contract Admin Backup

Contracting Officer



1. Name of Contracting Officer

Account Manager



1. Name of Account Manager

Security



- 1. Required
- 2. Security Requirement Notes

Modifications

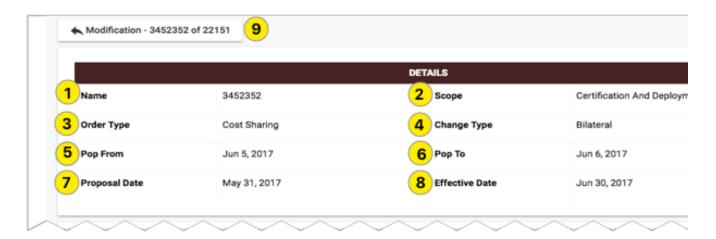


- 1. Name
- 2. Effective Date

3.4 How to view an Order Mod?

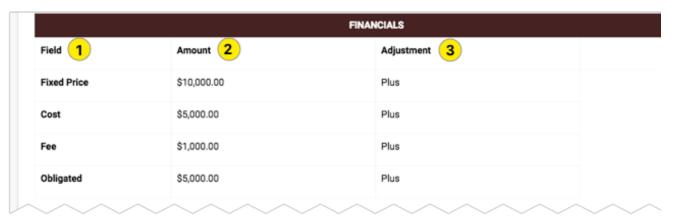
To view an "Order Mod" click on the respective Mod Order Name from the "Order" Modifications section. The attributes are organized into following sections

Details



- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To7. Proposal date
- 8. Effective Date
- 9. Back to list

Financials



- 1. Fields
- 2. Amount
- 3. Adjustment

Changes Made



- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

4 How to download the details of a Program?

4.1 Downloading a program

A program can be downloaded in PDF format. Use the *Print* button on the <u>program details</u>screen to download it.



| | Program - State Children's Insurance | | | | | | |
|---------------------|--------------------------------------|-----------------------------------|---------------|---------------|--|--|--|
| General Information | | | | | | | |
| Program Number : | 103483 | Phase: | | Reopen | | | |
| | Sı | ımmary Information | | | | | |
| RPF #: | 6545-5456 | Letter C | Contract No#: | 2999-5454 | | | |
| Prime Contract #: | 464-5445 | Contrac | t Id #: | 566-8787 | | | |
| Role | Subcontractor | Sub Cor | itract #: | 6656-545 | | | |
| | | Contract Types | | | | | |
| SNo. | Contract Type | | | | | | |
| 1 | Firm Fixed Incentive | | | | | | |
| | Pl | ace Of Performances | | | | | |
| SNo. | Place | | | | | | |
| 1 | Washington | | | | | | |
| | | Award Basis | | | | | |
| Award Basis | Multiple | If task/delivery orders then comp | natition is | Discretionary | | | |

The PDF format of program

4.2 Downloading details of an order

An Order can be downloaded in PDF format. Use the *Print* button on the <u>order details screen</u> to download it.



| Order Name - 1398 Details | | | | | | |
|-----------------------------|-------------------|--------------------|------------------|--|--|--|
| | | | | | | |
| Pop From : | Apr 26, 2017 | Pop To: | Apr 27, 2017 | | | |
| Effective Date : | Apr 26, 2017 | Resp Center : | test | | | |
| Proposal Date : | Apr 19, 2017 | Customer : | Michel Clark | | | |
| Description : | Used for testing | | | | | |
| Financial | | | | | | |
| Fixed Price Cumulative : | \$22,545,655.00 | Cost Cumulative : | (\$4,454,567.00) | | | |
| Fee Cumulative : | \$456,456,787.00 | Total Cumulative : | \$474,547,875.00 | | | |
| Obligated Amount : | (\$44,545,678.00) | | | | | |
| | Limi | ts Of Funds | | | | |
| Amount: | \$45,000.00 | Notification : | Apr 27, 2017 | | | |
| Percentage(%): | 44 | | | | | |

The PDF format of an order

5 Reports



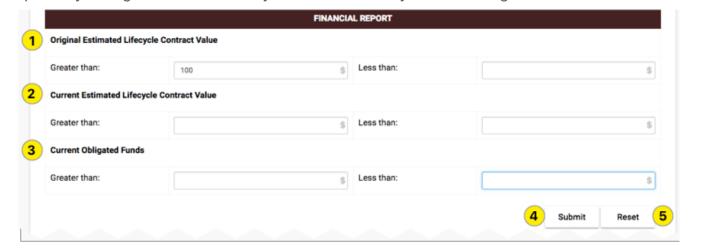
- 1. Financial report
- 2. Order Modification Report

5.1 How to download the Financial Report?

Get the financial attributes of programs across application which can be exported to excel.

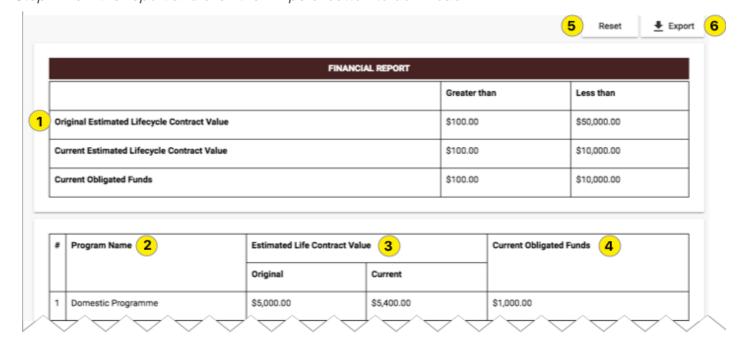
Taking an example where in you are looking for programs with Original Estimated Lifecycle Contract Value greater than \$ 100.

Step 1: Key in original estimated lifecycle contract value you are looking for and click "Submit" button



- Original Estimated Lifecycle Contract
 Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset

Step 2View the report and click the "Export" button to download



- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Use the export button to download it in excel format

5.2 How to download Order Modification Report?

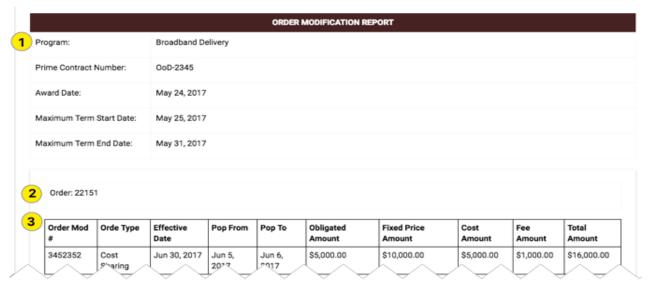
Gets list of Mod Order of the selected order(s)

Step 1 Selecta program, all orders for the program will appear. Then select the respectiveorder(s) and click "Submit" button



- 1. Program
- 2. Order Names
- 3. Check box
- 4. Submit
- 5. Reset

Step 2 View the report and click the "Export" button to download



- 1. Program
- 2. Order no.
- 3. Order modification Fields
- 4. Use the export button to download it in excel

Appendix

- Advance Filter Options
 - 1. Phase
 - 2. Contract Type
 - 3. Subcontract
 - 4. Prime Contract
 - 5. Program Number
 - 6. Contract Id
 - 7. RFP#
- **Program Phases**
 - 1. Active
 - 2. Approved
 - 3. Approved (Pending)
 - 4. Cancelled
 - 5. Cancelled (Pending)
 - Close 6. 7. Close - Out
 - 8. Closed
 - 9. Contract Administration

- 10. Error
- 11. Inactive
- 12. Locked
- 13. Lost
- 14. Not Submitted
- 15. Open With IT
- 16. Open-OLD
- 17. Pending Approval
- 18. Pre-Proposal

20. Proposal 21. Re-Open 22. Rejected

19. Processed

- 23. rejected (Pending) 24. Reopen
- 25. Research Pending 26. Submitted

- Contract Types in a Program
 - 1. Time and Material
 - 2. Level of efforts
 - 3. Letter Contract
 - 4. Labour hours
 - 5. IDIQ
 - 6. Fixed Unit Price

- 7. Fixed Price
- 8. Level of efforts
- 9. Firm Fixed with EPA
- 10. Firm Fixed Price
- 11. Firm fixed Incentives
- 12. Cost sharing

- 13. Cost reimbursable
- 14. cost plus incentive
- 15. Cost plus Fixed fees
- 16. Cost plus Award fees

- Service Offerings in a Program
 - 1. Applications Development &Mgt
 - 2. Applications Maintenance 3. Asset Mgt and Maintenance
 - 4. Business Continuity
 - 5. Claims or Settlement Processing
 - 6. Consulting
 - 7. Desktop/Client Server

- 8. E Communities
- 9. Enterprise Customer Management
- 10. Health Care Finance Administration (HCFA)
- 11. Help Desk
- 12. Internet Solutions & Applications
- 13. Mainframe

- 14. Midrange
- 15. Procurement
- 16. Project Support
- 17. Telecommunications
- 18. Training and Education

- Corporate CAGE Codes
 - 1. 05HD8
 - 2. 1U305
 - 3. 0CVK8
 - 4. 24612
 - 5. 00MK8 6. TBD
 - 7. 1D6O3
 - 8. 4TJT0
 - 9. 39500000
- Corporate Locations
 - 1. 5400 Legacy Drive, Plano, TX
 - 2. 13600 EDS Drive, Herndon, VA
 - 3. 225 Grandview Ave, Camp Hill, PA
 - 4. 1600 North Beauregard Street, Alexandria, VA
 - 5. 7900 Westpark Dr, T-600, McLean, VA
 - 6. Falls Church, VA
 - 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
 - 8. SafeGuard Services
 - 9. NHIC
- **Affiliation Types**
 - 1. Default
 - 2. is a third part 3. is an addendum
 - 4. is a counter cl
 - 5. is a consolidate
 - 6. is consolidated

- 7. is a cross clai
- 8. is a master agr
- 10. is a related cl
- 11. is a related is
- 12. is the same iss
- 9. is a master cas

- Contact Types
 - 1. Awarding agancy
 - Govt. POC
 - 3. Contractor
 - 4. Payment Office

- 14. is a cross refe
 - 15. is an order und

13. is subpoena for

16. is related to

Terms and Conditions

- 1. Products
- 2. Financial
- 3. Performance
- 4. Security
- 5. Corp. Risk
- 6. Key Issues
- 7. Other
- 8. Unusual Terms/Conditions
- 9. Subcontracting
- 10. Key Personnel
- 11. Service Contract Act
- 12. No Hire/No Solicitation Clause
- 13. Other (Labor)
- 14. Buy American Act/Trade Agreement Act
- 15. New Materials Clause
- 16. Discounted Products/Technology Refreshments
- 17. Special Test Equipment Required
- 18. Customer Paying For Development of Product(s)
- 19. EDS Retains Ownership of Products
- 20. Other (Products)
- 21. Cost or Pricing Data Required
- 22. Defective Pricing Clause
- 23. Caps On Indirect Rates
- 24. FCCOM Allowed
- 25. Economic Price Adjustment Clause
- 26. FAR Penalty Clause (52.242-3)
- 27. Precontract or Cost Allowable Restrictions
- 28. Costs Specifically Unallowable By **Contract Terms**
- 29. Profit or Fee Provisions In The Contract
- 30. CAS Clauses (FARs 52.230-1 thru 52.230-6)
- 31. SEI/CCM Applicability
- 32. ISO 9000 Applicability
- 33. Warranty Provisions
- 34. Cancellation Provisions

- 35. Liquidated Damages
- 36. Government Property
- 37. Engineering Changes/Value Engineering Changes
- 38. Other (Performance)
- 39. Security Clearances
- 40. DD 254
- 41. Non-Publicity
- 42. Other (Security)
- 43. System Development With Fixed Or **Capped Pricing**
- 44. Customer With Credit Risk
- 45. Contractual Financial Performance Penalties
- 46. Payment Terms > 45 Days After The Month of Service
- 47. Pricing Adjustments Using Benchmarks,
- 48. Most Favored Customer Provisions
- 49. Non-competition or Other Exclusivity **Provisions**
- 50. Economic and Monetary Union (EMU) Compliance
- 51. Year 2000 Compliance
- 52. Costing Based On Non-Std Infrastructure Charges
- 53. Media Release Restrictions
- 54. Rights in Technical Data/Computer SW
- 55. Incorporation of Sections K, L and/or M
- 56. Commercial Terms and Conditions
- 57. Corporate Agreements Applicable
- 58. FOIA Copies Required
- 59. Show Cause Provision
- 60. Cure Notice Provision
- 61. Other (Key Issues)
- 62. Truth in Negotiations Act (TINA)
- 63. Cost Sharing (Identify Terms of Arrangement)
- 64. Level of Effort (Identify Limitations)

- 65. Overtime Restrictions (FAR 52.222-2)
- 66. Restrictions or Special RegtsFor Subcontracts
- 67. Other Special Provisions/Limitations
- 68. Restrictions on Subcontracting
- 69. Notification and/or Consent Requirements
- 70. Subcontracting Plan Required
- 71. Subcontracting Plan Not Required
- 72. List of Subcontractors
- 73. Organizational Conflict of Interest Potential
- 74. TINA-FAR 52.215-10
- 75. TINA-FAR 52.215-11
- 76. TINA-FAR 52.215-12
- 77. TINA-FAR 52.215-13
- 78. Labor
- 79. Key Personnel
- 80. Service Contract Act
- 81. No Hire/No Solicitation Clause
- 82. Other (Labor)
- 83. CAS Clauses FAR 52.230-5
- 84. CAS Clauses FAR 52.230-4
- 85. CAS Clauses FAR 52.230-6
- 86. CAS Clauses FAR 52.230-1
- 87. CAS Clauses FAR 52.230-2
- 88. CAS Clauses FAR 52.230-3
- 89. Reporting Executive Compensation and First-Tier Subcontract Awards 52.204-10
- 90. Service Contract Reporting Requirements 52.204-14
- 91. Notice of Earned Value Management System 252.234-7001
- 92. Earned Value Management System 252.234-7002
- 93. Prohibition Of Assignment Of Claims 52.232-24
- 94. EVMS

Order Scope

- 1. TBD 2. Certification and Deployment Procedures
- 3. Year 2000 efforts
- 4. Product Delivery
- 5. Telecommunication
- 6. Cable installation 7. Program/facilities modernization
- 8. Infrastructure Services
- 9. Installation
- 10. Logistics
- 11. Loan processing/management systems
- 12. Information Assurance
- 13. Hardware

- 14. Consulting services
- 15. Center outsourcing 16. Site surveys and/or design
- 17. Network management
- 18. Personnel systems
- 19. Seat Management 20. Integrated Data Environment (IDE)
- 21. Software
- 22. Facilities management 23. Emergency Management
- 24. Outsourcing
- 25. Systems engineering 26. Medical information systems

- 27. Intel
- 28. Intranet/Internet design and/or
- management
- 29. Hardware/Software 30. Data processing
- 31. Distance Learning
- 32. Warranty and maintenance
- 33. Training 34. Intranet/Internet/Web design and/or
- management 35. Program management
- 36. Call center/help desk
- 37. Software development

Order Type

- 1. Fixed Unit Price

4. Time and Materials

5. Cost Reimbursable

2. Cost Plus Incentive 3. Level of Effort

6. Firm Fixed Price

9. Letter Contract

7. Cost Plus Fixed Fee 8. Fixed Price, Level-Of-Effort

10. Firm Fixed Incentive

- 11. Firm Fixed with EPA
- 12. Cost Plus Award Fee 13. Cost Sharing
- 14. IDIQ 15. Labor Hour

Regulation

- 1. FAR
- 2. DFARS
- 3. NASA 4. OTHER

5. AFARS

- 6. CAR 7. DARS 8. DIARS

9. DLAD

10. DTAR

- 11. **GSAM** 12. GSAR
- 13. HHSAR 14. VAAR